

## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

|  |   |   |                     |                        |                              |
|--|---|---|---------------------|------------------------|------------------------------|
| COMMAND/ORGANIZATIONAL UNIT<br>El Centro Area  |   | DIVISION<br>Border  |                     |                        |                              |
| CIVIL SERVICE CLASSIFICATION TITLE<br>Automotive Technician II   |   | BARGAINING UNIT<br>R12                                    | TENURE<br>Permanent | TIME BASE<br>Full-Time | INTERMITTENT HOURS PER MONTH |
| POSITION NUMBER<br>388-625-6830-001  |   | CURRENT DATE<br>10/13/2021                                |                     |                        |                              |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST<br><input type="checkbox"/> YES <input type="checkbox"/> NO | CONFIDENTIAL DESIGNATION<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY |                     |                        |                              |
|  |   | APPROVED BY   |                     |                        | DATE                         |

### FUNCTION OF POSITION

Under the general supervision of the Administrative Sergeant, the Automotive Technician II is responsible for the proper maintenance and repairs of departmental fleet vehicles, equipment, and fuel service station facility, the ordering and inventorying of parts and supplies, ensuring all bills and invoices are accurate and promptly processed for payment, and for updating and maintaining fleet vehicle, equipment, and fuel service station facility records and reports for the Automotive Unit/Border Division/El Centro Area..

### SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Administrative Sergeant.

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

Incumbents are required to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

### SPECIAL PERSONAL CHARACTERISTICS

### PERCENTAGE OF TIME PERFORMING DUTIES

#### **Essential Functions**

40%

Maintain and repair departmental vehicles to ensure all vehicles are safe and in a well-maintained operating condition. Review vehicle defect reports for necessary repairs to vehicles and inspect and verify the need for repairs. Routinely inspect fleet vehicles for damage and ensure the fleet is clean and presentable. Inspect damaged vehicles, obtain vendor quotes when necessary, and ascertain the most cost-effective repair process; make damage repairs on-site whenever possible. Perform minor repairs, and service vehicles according to prescribed maintenance schedules. Ensure warranty and recall items are completed expeditiously and correctly invoiced. Ensure completion of smog inspection vehicles as required. Clean vehicle interiors, trunks, and engine compartments. Ensure vehicle trunks are organized and properly stocked. Mount, balance and change tires, and maintain an adequate supply of mounted tires for immediate use. Safely operate vehicles and move them to and from commercial repair facilities, if unable to perform repairs locally. Ensure the rifle, shotgun, and Voyager card are removed from all vehicles and properly secured prior to taking a vehicle to a vendor for repairs. Ensure automotive vendor services are properly completed. Basic knowledge of and ability to use computer and computer programs; Microsoft Word, Excel, Outlook, Access, OneDrive, and Adobe.

20%

Monitor the usage of gasoline and other petroleum products and ensure accuracy. Maintain the Area's fuel records and submit them for review in a timely manner. Ensure the fuel island's hoses and nozzles are free from defects, ensure proper supplies, including spill kit, are in place, maintain the entire gasoline station area in a clean, safe, and serviceable condition; maintain an inventory sheet at the gasoline pumps to record gasoline/oil consumption, and notify Administrative Supervisor of any discrepancies. Check the status of service station equipment and aboveground storage tank (AST) monitoring systems daily. Obtain printout of fuel inventory from the VEEDER-ROOT monitoring system and ensure accuracy with daily fuel usage. Complete and file the form CHP 33D, Daily Gasoline. Inventory, and transfer applicable information to the form CHP 33F, Monthly Gasoline Inventory. Ensure the propane tank's fuel level is above the minimum level of 30 percent. Perform daily inspection and weekly checks, preventive maintenance, and 15-minute run operation of the Area emergency generators and record same. Maintain the entire Automotive Technician area and office in a clean, safe, and presentable condition. Accurately update Fuel Master system mileage information into Fleet Focus daily.

**DUTY STATEMENT**

**Automotive Technician II**

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388-625-6830-001

|                                       |  |
|---------------------------------------|--|
| 15%                                   | Order, stock, inventory and ensure adequate parts and supplies are on-hand to maintain the vehicle fleet, equipment, and the fuel service station facility. These items include, but are not limited to: tires, rims, balancing weights, brake rotors, brake pads, light bulbs, fuel filters, air filters, oil filters, emergency flares, vehicle cleaning and maintenance supplies. Maintain required stocks of gasoline, oil, and propane. Ensure the rotation of all stocked items. Ensure parts and supplies used are promptly and accurately entered into the Fleet Focus database. Ensure spare parts, tires, tools, and other equipment are secure and accounted for. Receive and ship parts, tools, and supplies as needed. Maintain proper inventory and records of spare parts, tires, tools, and petroleum products. Ensure daily gasoline stock levels are checked and recorded and that inventory levels are accurate. Update, maintain, and retain fleet vehicle, equipment, and fuel service station facility records and reports (paper and electronic). Properly utilize the departmental Procurement Card (P-Card) and reconcile the receipts and billing statements monthly. Schedule semi-annual pickup of waste oil and drained waste oil filters. Stock arriving automotive parts and supplies and add to the applicable inventory log and Fleet Focus. Maintain and update contract files and Motor Transport Bulletins. Service fire extinguishers as needed. Dispose of junk tires via the bid process. |
| 5%                                    | Maintain each vehicle's service folder, to include but not limited to the following applicable forms: each vehicle's form CHP 57, Motor Vehicle Assignment and Transfer, up-to-date and accurate for the life of the vehicle and ensure it is transferred with the vehicle or provided to Motor Transport Section for replacement of run-out vehicles. CHP 424, Preventive Maintenance Schedule & Repair History - Enforcement, CHP 424A, Preventive Maintenance Schedule & Repair History - Continued, CHP 426, Preventive Maintenance Schedule & Repair History — Non-Enforcement, and CHP 33E, Vehicle Inspection Checklist. Update the vehicle mileage in Fleet Focus by the 10th of the following month.  |
| 5%                                    | Provide Area Commander and fleet supervisor with regular updates of reported vehicle defects and repairs, with completion dates. Monitor vehicle mileage to ensure uniformity with vehicle age. Submit updated mileage averaging report to the fleet supervisor. Coordinate the exchange of vehicles with Fleet Operations Section and arrange for transport of vehicles to/from Fleet Operations Section. Compile the form CHP 33, Driver's Equipment Check, and gas receipts from each vehicle and file.   |
| 5%                                    | Maintain required permits and schedule inspections, as needed, for the fuel aboveground storage tank (AST), air compressor, propane tanks, auto lifts, emergency generators, California Environmental Reporting System (CERS), and hazardous materials. Remain up-to-date with departmental policies, procedures, Fleet Service Bulletins, and automotive technical publications and manuals. Coordinate repair of automotive service equipment as necessary. Maintain compliance with the Spill Prevention Control and Countermeasure and California Environmental Reporting System (CERS).   |
| 5%                                    | Preparation, review, and timely submission of all reports. Ensure all bills and invoices for uniform and laundry service, fuel station service, car wash service, automotive service, automotive repairs, and vehicle/shop supplies are correct, approved, scanned, promptly uploaded into Fi\$Cal for payment, and filed for retention. Purge written records in accordance with current departmental retention schedules. Input information into Fleet Focus, Fuel Master, and Fi\$Cal, as needed. Coordinate with the State Radio Shop and the Regional Communications System (RCS) for required repairs. Assist with installation and removal of Mobile Video/Audio Recording Systems (MVARs), RADAR, and other equipment.   |
| <b><u>Non-Essential Functions</u></b> |  |
| 5%                                    | Other job related duties within the scope of the classification.   |
| <b>TOTAL</b>                          | <b>100%</b>  |

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

|                       |                      |      |
|-----------------------|----------------------|------|
| PRINT EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE | DATE |
|-----------------------|----------------------|------|

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

|                         |                        |      |
|-------------------------|------------------------|------|
| PRINT SUPERVISOR'S NAME | SUPERVISOR'S SIGNATURE | DATE |
|-------------------------|------------------------|------|